

DIVISION III
UNIFORM COMMERCIAL CODECHAPTER 30
UNIFORM COMMERCIAL CODE

[Prior to 7/13/88, see Secretary of State (750), Ch 1]

721—30.1(554) Financing statement forms. (UCC-1 or UCC-2).

30.1(1) The form to be used for filing financing statements pursuant to Iowa Code sections 554.1110, 554.9402 and 554.9403 shall conform to the following standards in order to qualify as a standard form.

a. A UCC-1 form shall be eight inches wide and either five or ten inches in length. A UCC-2 form shall be eight inches wide and ten inches in length. Both forms shall have all information printed on one side. All financing statement forms shall consist of three copies: an alphabetical, numerical and evidence of filing copy. The evidence of filing copy of a UCC-1 form used as an original financing statement may be used for termination by execution of the termination portion thereof.

b. The debtor block shall be in the upper left-hand corner.

c. The secured party block shall be immediately to the right of the debtor block.

d. The filing officer block shall be in the upper right-hand corner.

e. The signature(s) of the secured party (parties) and debtor(s) shall be located in the lower right-hand corner and identified accordingly.

f. A UCC-2 form must be used for recording fixture, timber, mineral and mineral account security interests in county real estate records, and cross-indexing in county UCC records.

(1) A UCC-2 form must contain a description of real estate pertaining to the collateral and specifically identify the name of a record owner of that real estate which should be the debtor unless the debtor is not a record owner. The description shall be substantially similar to the description that would be sufficient to obtain a mortgage on the real estate.

(2) A UCC-2 form is to be recorded in the county real estate records. It is a UCC financing statement and subject to UCC filing fees and county record fees. This financing statement must be filed and recorded in county real estate records under a real estate number. This statement shall also be cross-indexed under a real estate number in the UCC files of the county recorder's office.

g. All financing statement forms shall consist of three copies: an alphabetical, numerical, and evidence of filing copy.

30.1(2) Forms that do not conform to the above standards, but which otherwise conform to the requirements of law, shall be filed as a nonstandard form, except that real estate mortgages used as fixture filings are subject to real estate recording fees.

30.1(3) Forms that conform to the above standards and which are accompanied by an additional page or pages shall be filed as a nonstandard form.

721—30.2(554) Forms for financing statement changes. (UCC-3 or UCC-4).

30.2(1) The forms to be used for filing financing statement changes pursuant to Iowa Code sections 554.1110, 554.9403, 554.9404, 554.9405 and 554.9406 shall conform to the following standards in order to be filed as a standard form.

a. A UCC-3 form shall be eight inches wide and five inches in length; a UCC-4 form shall be eight inches wide and ten inches in length. Both forms shall have all information printed on one side and both forms shall consist of three copies: an alphabetical, numerical, and evidence of filing copy.

b. The debtor block shall be in the upper left-hand corner.

c. The secured party block shall be immediately to the right of the debtor block.

d. The filing officer block shall be in the upper right-hand corner.

e. The forms may be used for Continuation, Partial Release, Assignment, Amendment or Termination, and must clearly indicate by express use of one only of the above capitalized terms for which purpose it is being used.

f. If either form is used as a financing statement amendment, it must be signed by both the debtor and the secured party of record. If the transaction is other than an amendment, it need be signed only by the secured party.

g. A UCC-4 form must be used for changes in all county filings recorded in real estate records and cross-indexed in county UCC records.

(1) A UCC-4 must specifically identify the name of a record owner of the real estate.

(2) This financing statement change must be filed and recorded in county real estate records under a real estate number. This statement shall also be cross-indexed under a real estate number in the UCC files of the county recorder's office.

(3) A UCC-4 is to be recorded in county real estate records. It is a UCC financing statement and subject to UCC filing fees and county recording fees.

30.2(2) Forms that do not conform to the above standards but which otherwise conform to the requirements of law shall be filed as nonstandard forms.

30.2(3) Forms that conform to the above standards and which are accompanied by an additional page or pages shall be filed as nonstandard forms.

721—30.3(554) Forms for requests for information.

30.3(1) The form to be used for filing requests for information, pursuant to Iowa Code section 554.9407, shall conform to the following standards in order to qualify as a standard form.

a. The form shall be eight inches wide and ten inches in length with all information printed on one side. It shall consist of two copies interleaved with carbon paper, or equivalent: a copy for certification and a filing officer's accounting copy.

b. The debtor block shall be in the upper left-hand corner.

c. The party requesting information block shall be immediately to the right of the debtor block.

d. The filing officer block shall be in the upper right-hand corner.

e. The form shall contain a space for reporting file number, number of pages, day and hour of filing and names and addresses of secured parties.

f. The form shall contain appropriate boxes in order to designate whether this form is being used as a request for information or as a request for copies. It cannot be used for both.

g. If information or copies are to be requested from different filing officers, separate forms must be submitted to each filing officer.

30.3(2) Forms that do not conform to the above standards but which otherwise conform to the requirements of law shall be filed as nonstandard forms.

721—30.4(554) Request for copies. Written requests for copies of filings must clearly specify the file number, number of pages, date and hour of filing for all copies requested, and must be accompanied by the statutory fee.

721—30.5(554) Payment of fees.

30.5(1) The office of the secretary of state requires the payment of all fees in full at the time of filing of financing statements and financing statement changes.

30.5(2) A filing under this chapter may be effected only upon receipt of the correct filing fee. Failure to include the filing fee or partial payment of the filing fee will result in the return of the filing to the sender with instructions to include the correct filing fee.

30.5(3) In the event that a filing fee overpayment is made, the amount in excess of the correct filing fee shall be returned to the filing party. No adjustment is required if the amount of overpayment is one dollar or less.

30.5(4) Payment must be made at the time of request for information concerning federal tax liens on file with the office of the secretary of state and any request for copies of such filed tax liens.

721—30.6(570A) Forms for verified lien statements and request for information (VLS-1).

30.6(1) The form to be used for filing verified lien statements, pursuant to Iowa Code section 570A.4, shall conform to the following standards in order to qualify as a standard form.

a. A VLS-1 form shall be 8 inches wide and shall not exceed 13 inches in length. The form shall have all information printed on one side. All verified lien statement forms shall consist of three copies: an alphabetical, numerical and evidence of filing copy.

b. The debtor block shall be in the upper left-hand corner.

c. The lienholder block shall be immediately to the right of the debtor block.

d. The filing officer block shall be in the upper right-hand corner.

e. The first day payment due block shall be directly below the lienholder block.

f. The last day product furnished block shall be directly below the lienholder block.

g. The form must have a box to check off showing that the lien attaches to crops, livestock, or both.

30.6(2) Forms that do not conform to the above standards but which otherwise conform to the requirements of law shall be filed as nonstandard forms.

30.6(3) Forms that conform to the above standards and which are accompanied by an additional page or pages shall be filed as nonstandard forms.

721—30.7(570A) Forms and fees for request for information (VLS-1). The form to be used for requesting information pursuant to Iowa Code section 570A.4 shall conform to the same standards as set forth in subrule 30.6(1). In addition there will be a one dollar fee for copies of financing and verified lien statement produced in response to a request.

These rules are intended to implement Iowa Code chapters 17A, 491, 496A, 497, 498, 499, 504, 504A, 554 (Article 9), and 570A.

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CHAPTERS 31 to 39

Reserved